### Basic IT tools - Writing scientific documents

**GENERAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SCHOOL** | Engineering | | | | |
| **ACADEMIC UNIT** | Civil Engineering | | | | |
| **LEVEL OF STUDIES** | Undergraduate | | | | |
| **COURSE CODE** | ΓΕΝ009 | **SEMESTER** | | 1st | |
| **COURSE TITLE** | Basic IT tools - Writing scientific documents | | | | |
| **INDEPENDENT TEACHING ACTIVITIES** *if credits are awarded for separate components of the course, e.g. lectures, laboratory exercises, etc. If the credits are awarded for the whole of the course, give the weekly teaching hours and the total credits* | | | **WEEKLY TEACHING HOURS** | | **CREDITS** |
|  | | | 1 | | 0 |
|  | | |  | |  |
|  | | |  | |  |
| *Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).* | | |  | |  |
| **COURSE TYPE**  *general background,  special background, specialised general knowledge, skills development* | General Knowledge | | | | |
| **PREREQUISITE COURSES:** |  | | | | |
| **LANGUAGE OF INSTRUCTION and EXAMINATIONS:** | Greek | | | | |
| **IS THE COURSE OFFERED TO ERASMUS STUDENTS** | No | | | | |
| **COURSE WEBSITE (URL)** |  | | | | |

**LEARNING OUTCOMES**

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| --- | --- |
| **Learning outcomes** | |
| *The course learning outcomes, specific knowledge, skills and competences of an appropriate level, which the students will acquire with the successful completion of the course are described.*  *Consult Appendix A*   * *Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area* * *Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Appendix B* * *Guidelines for writing Learning Outcomes* | |
| Upon completing this course students should be able to explain computer functions and operations, outline the benefits for civil engineers, choose and evaluate Internet resources, comply with third-party intellectual rights. | |
| **General Competences** | |
| *Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Supplement and appear below), at which of the following does the course aim?* | |
| *Search for, analysis and synthesis of data and information, with the use of the necessary technology*  *Adapting to new situations*  *Decision-making*  *Working independently*  *Team work*  *Working in an international environment*  *Working in an interdisciplinary environment*  *Production of new research ideas* | *Project planning and management*  *Respect for difference and multiculturalism*  *Respect for the natural environment*  *Showing social, professional and ethical responsibility and sensitivity to gender issues*  *Criticism and self-criticism*  *Production of free, creative and inductive thinking*  *……*  *Others…*  *…….* |
| The course promotes the following skills: - Working independently  - Team work - Decision-making  - Criticism and self-criticism  - Production of free, creative and inductive thinking | |

**SYLLABUS**

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| Computer operating systems, Windows basic operations, introduction to Word, (equations, tables, images, shapes, alignment, headers, footers), Introduction to Excel (programming simple problems, graphical representations and processing of experimental data and functions,), IF command, solving problems in Linear Algebra using predefined functions, rules for writing scientific texts, structure of a scientific assignment, bibliography and references, searching scientific databases, intellectual rights and plagiarism (use of third-party text, images, shapes), references in text. |

**TEACHING and LEARNING METHODS - EVALUATION**

|  |  |
| --- | --- |
| **DELIVERY** *Face-to-face, Distance learning, etc.* | Face to face. |
| **USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY** *Use of ICT in teaching, laboratory education, communication with students* | Powerpoint presentations, course webpage, E-learning platform for educational material. |
| **TEACHING METHODS**  *The manner and methods of teaching are described in detail.*  *Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, placements, clinical practice, art workshop, interactive teaching, educational visits, project, essay writing, artistic creativity, etc.*  *The student's study hours for each learning activity are given as well as the hours of non-directed study according to the principles of the ECTS* | |  |  | | --- | --- | | ***Activity*** | ***Semester workload*** | | Lectures |  | | Individual study |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | Course total (26 hours workload per ECTS credit) | ***0*** | |
| **STUDENT PERFORMANCE EVALUATION**  *Description of the evaluation procedure*  *Language of evaluation, methods of evaluation, summative or conclusive, multiple choice questionnaires, short-answer questions, open-ended questions, problem solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of patient, art interpretation, other*  *Specifically-defined evaluation criteria are given, and if and where they are accessible to students.* | Final examination (, open ended questions, problem solving questions) |

**ATTACHED BIBLIOGRAPHY**

[In Greek]. Kavousanos, E., Applications of mathematical calculus - Excel presentations, Benou (Ed.), - Παρουσίαση με την χρήση του excel, Εκδόσεις Μπένου, 2012, ISBN: 978-960-8249-93-6
  
[In Greek]. Kouimtzis, N. Comptaional Excel application for engineers, Zit (Ed.) 2006, ISBN: 960-431-994-9
  
[In Greek]. Vozikis Christos, Intellectual property rights: clearing Open Academic Courses from third-party Intellectual property rights., TEI Central Macedonia Creative Commons: Attribution-ShareAlike 4.0